

When Traveling and Using Hotels

Security-wise travelers need to learn how to travel safely. This awareness begins with a realization that they must take reasonable precautions to protect themselves and their personal property. When traveling, remember not to let go of your common sense. Once you enter your room, make sure everything is in working order - this means the lights, the phone, the locks, the shower....everything! Here are some safety tips to make your hotel stay more enjoyable:

- ◆ Keep your eyes on your luggage; accompany your luggage to your room with the bellman.
- ◆ Request a key that does not have a room number on it. Do not display keys in public or leave them on a restaurant table or other places where they can be stolen.
- ◆ Inquire in advance about the lock system of a hotel. An electronic key control system with key cards that are reprogrammed for each guest affords the most security.
- ◆ Have the key in hand to avoid fumbling with it in the hallway. This helps you focus on being aware of your surroundings.
- ◆ If you see loiterers in the hallway near your room, just pass by your door and turn around the corner or pretend you forgot something. If necessary go to the front desk and report the incident.
- ◆ Do not open the door to just anyone. Verify the person's identity by calling the front desk. Do not invite strangers to your room for any reason.
- ◆ Be aware of fire exits location.
- ◆ Do not display cash or expensive jewelry or important documents; use in room safes.
- ◆ Ensure that sliding glass doors or windows and connective room doors are locked.
- ◆ If traveling with children, provide adult supervision and know their whereabouts at all times.
- ◆ Travelers should choose a hotel where the surrounding streets and parking lots are well-lighted and where everyone must enter through a central lobby.

When completing a guest registry, consider using your first initial and last name. Register with your business address rather than your home address